

MEMORANDUM FOR THE RECORD

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SUBJECT: Minutes of the Operating Division Training Officers' Meeting  
of 2 December 1955

*file*

1. Attendance:

2. Scheduling Training for Returnees:

[redacted] suggested that the Training Officers try to work out a system whereby their personnel returning to Headquarters, TDY or permanently, are scheduled for training as far in advance as possible. She recommended Training Officers be cut in on time of departure, future assignments for returnees, when known, and plan accordingly for specific training.

3. Part Time Training:

[redacted] C/CSTC, announced that a survey had been made recently by LETS/OTR. The results showed absenteeism and non-completions to be much too high in both internal and external part-time language courses. The consensus was that the attitude toward training was not altogether serious either on the part of the student or the supervisor. The Chairman recommended that Training Officers brief prospective students regarding attendance and necessary laboratory study at the time of registration, explaining that both are necessary in order to derive maximum benefit from the language course.

Beginning early in 1956 LETS will send weekly or semi-monthly reports on the status of language trainees. In addition absences will be reported to Training Officers daily by telephone. Those students who are unable to maintain class standing will be dropped. Training Officers were asked to cooperate in emphasizing with supervisors and students the need for consistent attendance in language training and to stress the obligatory nature of class attendance and laboratory drill.

4. Operations Course: The deadline to OTR will be 16 December, however all names, and training requests, where needed, must be in the hands of Senior Staff Training Officers by 9 December. The DDP quota of [redacted] will be a very flexible one for this first running. Alternates will be permitted up to 15% of total enrolled; but these names must also be included by the deadline date.

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JOB NO. 20110. FILE NO. DOC. NO. 2 NO CHANGE  
IN CLASS. DATE. 1955. 12. 22. RET. JUST. 22  
NEXT REVIEW DATE. 6 Nov 59  
NO. PGS. 3  
REV. CLASS. 3  
BY. CLASS. 3  
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5. Language Training [ ] announced that OTR, with the cooperation of LETS, will make it possible for students interested in maintaining language proficiency to do so at [ ] during the progress of the Operations Course. Classes will be held for 2 hours Tuesdays and Thursdays. The Training Officers are asked to cooperate in checking on languages desired, number of students who will participate in the program, and their stage of development in training. Training Officers are to notify the office of C/CSTC as soon as possible about students interested.

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A full time instructor, as well as a part-time instructor will be made available; language tapes will be readily accessible, also.

6. Air Operations Course: [ ] announced that an Air Operations Course will begin 9 January 1956 and run through 3 February provided a minimum of 6 students are enrolled. Deadline for registration is 21 December.

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[ ] through 13 April. The deadline for registration is 23 March.

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8. The Chairman congratulated Training Officers on the excellent attendance at the last CIA Review, 29 November, and asked them to keep up their good efforts in this regard. The Review will continue to be scheduled on a twice monthly basis.

9. In addition to courses listed it should be noted that registration deadline for the Senior Defense Schools will be 15 December.

10. The Senior Staff Training Officers, after general discussion with Training Officers agreed that returnees who will be scheduled for CSR or BOC immediately do not need CIA Review. The Chairman will so recommend to D/TR.

11. [ ] CI, talked briefly on the CE situation, and recommended that the Training Officers forward their CE requirements to him by 7 December. These figures would include candidates for the CE Operations course and the CE Familiarization for 1956 as well as an indication of present backlog. (His extensions are [ ]) He also invited the cooperation of the Training Officers in locating a well-qualified CE instructor, with both Headquarters and Field experience, and for any CE material which could be of use for a manual.

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12. The Chairman announced that A&E Division was cancelling the Pre-test Programs scheduled for 23 and 30 December, but advised rescheduling for 16 December and 6 January 1956. The Program scheduled for 6 January will be the last one available for students taking the Operations Course. (9 Jan. '56)

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-3-

25X1 13. [ ] announced that it was the Agency Policy  
25X1 [ ] to notify the Field that dependents<sup>1</sup> have completed the  
necessary briefings.

25X1 14. [ ] said there would be a few revisions made on the  
new Long Term schedule. The Chairman's office will forward revised  
copies at an early date.

15. The Chairman stated that D/TR has scheduled a meeting for  
0930, 15 December, Conference Room, Bldg. [ ] All Training Officers  
are invited to attend.

25X1 16. Correction: In Minutes of 18 November Training Officers are  
to note regulations referred to in Paragraph 7 should read [ ]

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